

Chief, Support Staff

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17 July 1952

Administrative Officer, OTR

Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

25X1 a. A budget analysis comparing original FY-53 with revised FY-53 has been completed. This tabular comparison, by type of funds and by division, with accompanying Justification of Changes has been reviewed by Col. Baird and [redacted]

b. A travel analysis comparing travel costs of revised FY-53 with those of estimated FY-54 is near completion and will be ready for review by Col. Baird and the Budget Analyst by the end of this week.

25X1 c. Negotiations are being carried on with representatives of [redacted] and the Procurement Division to formulate a contract for use of [redacted] personnel. 25X1

25X1 d. A new contract with the [redacted] for work at [redacted] is being drawn up to encumber 1952 funds. This move has been coordinated with the Finance Division.

e. An OTR space survey has been made and a report of its findings will be submitted shortly.

[redacted] 25X1
Administrative Officer, OTR

VJH/jhe

25X1 25 YEAR RE-REVIEW

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